

**To print column or row titles on every page & row and column headings on every page**

On the File menu, click Page Setup.

Then click the Sheet tab.

In the Rows to repeat at top box, enter the rows that contain the column titles. For example, \$1:\$1 is the first row.

In the Columns to repeat at left box, enter the columns that contain the row titles. For example, \$A:\$A is the first column.

Another way to enter the titles is to click the Collapse Dialog button at the right end of either box. This temporarily shrinks the dialog box so that you can enter a column or row by selecting a cell in the worksheet.

Then click the Expand Dialog button to display the Page Setup dialog box again.

In the Page Setup dialog box, on the Sheet tab, select the Row and column headings checkbox. That will print the alphabetical column headings at the top of each column and the numerical row headings on the left of each row.